

Name \_\_\_\_\_

## Respect for Time

### Short-Answer Answer Key

1. Some ways include making a to-do list, setting deadlines, and working on tasks a little at a time.
2. Procrastination wastes time and can cause stress from rushing at the last minute.
3. Being late might frustrate others or make them feel like you don't value their time.
4. Balancing time allows you to complete tasks while also enjoying free time.
5. By being attentive, completing assignments on time, and staying focused in class.

